

## PENNSYLVANIA NATIONAL GUARD

### **TECHNICIAN VACANCY ANNOUNCEMENT APPLICATION TIPS**

If you are interested in applying for a job, you must "sell yourself". It is **YOUR** responsibility to prove to the Human Resources Office (HRO) through your job application that you qualify for a job and should receive an interview. Federal Technician positions have qualifications standards directed by the Office of Personnel Management (OPM) and the National Guard Bureau (NGB). These standards can not be changed.

*FIRST*, read the vacancy announcement carefully. It contains everything you need to know about the job. Position, opening and closing dates, location, salary, areas of consideration, National Guard membership status and experience required. **LOOK CLOSELY AT THE GENERAL AND SPECIALIZED EXPERIENCE REQUIRED. YOUR APPLICATION MUST ADDRESS YOUR ABILITY TO MEET THESE REQUIREMENTS.**

*SECOND*, decide how you will apply. You may use an Optional Form 612 (OF 612), Standard Form 171 (SF 171) or a Resume as your main form of application. In addition, an HRO Form 6 (Military Service Background) is required by every applicant. Applicants who are not in a fulltime unit support status (i.e., technician or AGR) must also submit a SF 181 (Race/National Origin Identification).

*THIRD*, make sure everything is included in your "package". Be sure to list all positions you have held that could possibly qualify you for the job. Remember ALL experience counts, civilian as well as military. So make sure you include it in your application. DO NOT tell us that you were a "Platoon Sergeant" or you are " AFSC 3S071 ". You need to explain in detail how your experience (civilian and military) relates to the knowledge, skills and abilities stated on the vacancy announcement.

*FOURTH*, proofread your application for completeness or inconsistencies. Did you overlap dates? Leave information out? Applications must have an original signature and current date. Attach any other required paperwork.

*FIFTH*, make sure you mail or hand carry your application to the HRO no later than the closing date of the announcement. We will accept faxed applications, but must be followed up by an original copy.

*FINALLY* and most important. If you have any questions or need to obtain forms call the HRO at 717-861-8108/8340/8665 or 1-800-TECH-AGR (select #5). We are here to help.